**Information for Students Armidale Campus TAFE New England**

**Notice of “Getting Started” Workshop**

**When:** Thursday 26th April, 2012

**Where: Armidale (TAFE) Campus**

**Room:** To be advised by your teachers Tammy Paterson, Vicki Millett and Tracey Dooner.

**Web conference room address:**  [**https://webconf.det.nsw.edu.au/nbnproject**](https://webconf.det.nsw.edu.au/nbnproject)

**Time:** 2:30 – 3:30pm

**Why:** In this workshop you will meet your online facilitator and the project leaders and we will meet you! We will be checking to see that you have the correct log-in access to the course materials and TAFE systems. You will undertake tutorials on navigating your way around the online materials, and using the web conference room (Adobe Connect). You will also be having a bit of fun.

**What to Bring:**

* Your DET / DEC username and password so you can log on to the Moodle
* Writing materials (pen / paper)
* Headphones (with microphone)
* Photograph of yourself (headshot only, electronic format only – eg, saved to USB stick or similar). If you have already posted a photograph of yourself on the Moodle site, you do not need to bring this.

**What to do:** Click on the URL above or copy and paste it into your browser. You will be directed to an Adobe connect meeting room. Log in as a guest.

**Note:** Your attendance at this workshop is necessary so we can ensure your learning in the next four on-line sessions goes smoothly. By now, all of you have received an email from me about the project, how to log in for the first time and set up your profile. If any of you are unsure of these processes, please email me at [jennifer.hopkins@det.nsw.edu.au](mailto:jennifer.hopkins@det.nsw.edu.au) I will be available until Thursday of this week, then from the 23rd April.

We look forward to meeting you in April!

Justine Poidevin / Jenny Hopkins Marian Cabor

NBN Project Managers Teacher and Facilitator